



Manager's Report

For Council Meeting 5/29/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Alex-Harris Consulting	215 Wingate Pl SW	Eng. Consulting
Cloud Nine Salon, Spa & Boutique	312 E Market St	Hair Salon
Geomodel Inc	750 Miller Dr SE Ste B-3	Construction
Kazem, Scott N	15 Loudoun St SW Ste E	Law Office
Leesburg Landscaping	415 Old Waterford Rd NW	Landscape Design
Montani Outdoors Mgmt Corp	401 Sparkleberry Ter NE	Landscaping
Norby, Randolph	414 Clagett St SW	Investment Solicitor
Sparkey's Garage	5 Wirt St SW Ste 300	Advertising Firm
Stonescapes	28-9 Ft Evans Rd NE #202	Landscaping
Systegra Inc	132 Stoneledge Pl NE	Security Consulting
The Fragrance Outlet	241 Ft Evans Rd NE #425	Retail – Fragrances
Thelma's Cleaning Services	75-H Plaza St NE #202	Residential Cleaning
Turnbull	358 Millbrook Ter NE	General Contractor
UV3	241 Ft Evans Rd NE	Retail

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Adam Brown	Management Intern	Executive
Travis Lotz	Police Officer	Police
Mitch Burrill	Senior Engineer	Engineering and Public Works
Nathaniel Ogedebe	Senior Engineer	Engineering and Public Works

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

Plans accepted for review during the period May 8, 2002 – May 21, 2002

- The Hamlet @ Leesburg Off-site Easement Vacation Plat and Deed (Storm Drainage & Sanitary Sewer), 1st Submission
- East Stratford (Stratford Ryland), Phase C & D HOA Documents, 1st Submission

- McKinley Building Off-site Easement Plat (Storm Drainage), 1st Submission
- Potomac Station, Parcels A-1A, B-1A2 & B-1A3 Preliminary/Final Development Plan, 1st Submission
- Kincaid Forest, Section 4C Final Plat, 1st Submission
- Harvest Square, Lots 1 & 2, Request For P/F development Plan Authorization, 1st Submission
- Potomac Crossing, Section 10 final Plat, 3rd Submission
- Edwards Landing, Section 2B Rough Grading Plan, 1st Submission
- Potomac Crossing, Section 10 Construction Drawings, 4th Submission
- First Citizens Bank Request For P/F Development Plan Authorization, 1st Submission
- McKinley Building P/F Development Plan, 3rd Submission
- Barber & Ross Building Addition Sketch Plan, 1st Submission
- Heritage Way Community Center No Adverse Impact, 3rd Submission
- South King Street Trail Preliminary Alignment, 1st Submission
- O'Connor Tract Loudoun County Elementary & Middle Schools @ Leesburg Referral, 1st Submission
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee

Plans reviewed during the period May 8, 2002 – May 21, 2002

- Edwards Landing Section 1 Boundary Line Adjustment, 1st Submission
- Kincaid Forest, Section 4C Construction Drawings, 2nd Submission
- Edwards Landing, Phase 4 Construction Drawings, 3rd Submission
- Edwards Landing, Phase 4 Final Plat, Signature Sets
- Heritage Way Community Way No Adverse Impact, 2nd Submission
- Edwards Landing, Section 3 Construction Drawings, 3rd Submission
- Beauregard Estates, Phase 5 Construction Drawings, 2nd Submission
- Edwards Landing, Phase 2B Final Plat, 3rd Submission
- Catoctin Circle Rescue Squad Building Addition Development Plan, 2nd Submission
- Loudoun Sport and Health Club Preliminary/Final Development Plan, 2nd Submission
- Loudoun Sport and Health Club Street Dedication and Easement Plat, 1st Submission
- Loudoun Sport and Health Club Boundary Line Vacation Plat, 1st Submission
- Heritage High School No Adverse Impact Plan, 1st Submission
- Battlefield Shopping Center (Staples) P/F Development Plan, 1st Submission
- Potomac Crossing, Section 8, Lot 688 and Parcel 8D Boundary Line Adjustment Plat and Deed, 1st Submission
- Kincaid Forest, Section 10C, Lot 330 Boundary Line Adjustment Plat, Signature Sets
- Henderson Property Variation Request Planning Commission Meeting
- Engineers/Surveyors Institute (ESI) Peer Review
- Traffic Task Force
- Environmental Advisory Committee

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Town Council voted to approve this application at the May 14th Town Council meeting.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at the intersection of Cardinal Park Drive and Trailview Blvd. The Planning Commission voted to recommend approval of this SE at the May 2nd meeting. The Town Council preview is scheduled for May 28th, the worksession for June 10th and the public hearing for June 11th.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The preview before the Planning Commission was held May 2nd and the public hearing was held May 16th. A vote is scheduled for the June 6th meeting.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission scheduled worksessions for May 9th and May 23rd on this request.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission preview was held on May 16th and the public hearing is scheduled for June 6th.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Town Council voted to approve this application at its May 14th meeting.

ZONING PERMITS ISSUED 02-567-02-643**Zoning Permits Residential**

Drymill-6 SFA @ \$65,000
Potomac Station-2 SFD @ \$105,000
Kincaid Forest-8 SFA @ \$126,000 1-SFD @ \$100,000
Tavistock Farm-6 SFA @ \$55,000
Exeter Hills-1 SFD @ \$100,000
Beauregard Heights-3 SFD @ \$125,000
Edwards Landing-3 SFD @ \$105,000

Zoning Permits Commercial

229 Edwards Ferry Rd NE Interior Renovations-\$15,000
521-D Market Street E Bellwood Commons Interior Alterations-\$3,000.00
211 Gibson Street NW Interior Alterations Jackson Building - \$7,450.00
222 Catocin Circle SE, Suite 100

Occupancy Permits Residential

Drymill-2 SFA
Potomac Station 2 SFD

Exeter Hills 2 SFD
Kincaid Forest 1 SFD
Tavistock Farm 1 SFA
Country Club 1 SFD
Potomac Crossing 1 SFD
Leesburg Square 1 SFD
Edwards Landing 6 SFA

Occupancy Permits Commercial

50 Ida Lee Drive NW-Town of Leesburg

WATER & SEWER ADMINISTRATION

During this time frame 44 Public Facility Permits were sold totaling \$330,574.00 and 45 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The main sewer line in Cardinal Park Drive has been completed and the contractor has finished grading and planting of trees. Work with extension of lateral sewers to Leesburg Honda and Ford will begin soon.
- Evergreen Mill forcemain final plans have been received and the project will be advertised for bid during the week of June 3rd with bids due July 8th, 2002.

WATER SUPPLY DIVISION**Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

- Final completion was granted to the contractor on February 22, 2002. Liquidated damages under the contract total \$612,000.
- The contractor is performing warranty item work.
- The engineer continues to configure the automatic control system.

UTILITY LINES DIVISION**Installations made during this period:**

a. Replace inline main valve, hydrant tee, hydrant valve & fire hydrant on Cornwall St. at King St. intersection.

Training

- Held training session on water main flushing at W.T.P.
- Ken Binder, Alex Barrett & Stephanie Boylan attended 'Miss Utility' training.
- Install risers for 02' paving, dig test holes on N. King St. for future storm sewer project.

TOWN OF LEESBURG

Full-time positions being recruited as of May 24, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√	√			
	1	Admin Associate II	3/9/01	√	√	On hold			
Finance	1	Mgmt/Budget Analyst	4/5/02	√	√	√			
Eng & PW	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	4/4/02	√	√				
	1	Construction Insp Cap Proj	7/1/02						
	1	Senior Engineer	7/1/02						
IT	1	Webmaster	7/1/02						
P&R	1	Fitness Supervisor	7/1/02						
	1	Asst Fitness Supervisor	7/1/02						
	1	Asst Pool Supervisor	7/1/02						
	1	Front Desk Supervisor	7/1/02						
	2	Custodian	7/1/02						
P&Z	1	Director of P&Z	8/4/01	√					
	2	Senior Planner	7/1/02						
	2	Planner	7/1/02						
	1	Zoning Inspector	7/1/02						
Police	1	Major	5/1/02						
	4	Police Officer	7/1/02						
	1	Communications Tech I	7/1/01						
Util Lines	1	Inspector Supervisor	7/1/02						
	2	Inspector	7/1/02						
	1	Equipment Operator	7/1/02						
	1	Maint Worker II	7/1/02						
Water	1	Senior Operator	7/1/02						
	1	Maintenance Worker II	7/1/02						
Wastewater	1	Maintenance Worker III	7/1/02						
	1	Sr Operator	7/1/02						
Util Maint	1	Lead Maintenance Mech	7/1/02						
TOTAL	36								

